

# YSLPDC

## YELLOW SPRINGS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Dear Yellow Springs Schools' Staff,

A Local Professional Development Committee (LPDC), composed of teachers and administrators, according to state mandate, has been established to give school districts greater control over the implementation and approval of professional development requirements for certification and licensure. Our district has an active LPDC in place.

Becky Brunzman, Christine Hatton, John Gudgel, Shawn Jackson, and MacKenzie Reynolds are the present committee members and are working hard to meet state mandates and assist teachers and administrators in maintaining their credentials.

The purpose of the LPDC is to oversee the review procedures for certificate and license renewal. The committee, rather than the state, has become the signatory for renewal of current certificates and future licenses. Educators who hold permanent certificates will not be affected. Teachers wishing to upgrade a certificate need not go through the LPDC but should make direct application to the Ohio Department of Education.

If you have any questions, please feel free to contact any of the YSLPDC members for assistance. We will be happy to help you.

Sincerely,

The YSLPDC

# YELLOW SPRINGS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

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### Forms found in this packet:

- LPDC verification form for transition of a certificate to a license and renewal of a five-year license
- LPDC verification form for 8-year professional certificate renewal
- YSLPDC individual professional development plan (IPDP) – front and back
- YSLPDC equivalent activity proposal
- YSLPDC coursework proposal
- YSLPDC activity documentation voucher
- Approval verification form for educators leaving a LPDC
- YSLPDC credit hour conversion chart

# Guidelines of the Yellow Springs Local Professional Development Committee

*(Revised June 9, 2008)*

***Mission:** The mission of the Yellow Springs Local Professional Development Committee is to foster and encourage professional staff development and to ensure a fair and equitable processing of licensure.*

## **Individual Professional Development Plan (IPDP)**

1. Each educator applying for licensure must complete an IPDP **and turn it in at the time of renewal for the previous license/certificate.** Professional Development included within an IPDP should reflect the needs of the educator, the students, the school, and the district. The majority of the professional development should be relevant to the educator's current working assignments. **No other forms will be accepted without a current/approved IPDP on file with the LPDC committee.**
2. Educators who currently hold an eight-year Professional Certificate or a four-year Provisional Certificate and who plan on converting directly to a license when the Certificate expires need to have an approved IPDP on file. Educators who currently hold an eight-year Professional Certificate or a four-year Provisional Certificate and who plan to upgrade (Provisional to Professional) or renew current certificates need to have an approved IPDP on file.
3. The IPDP will include the professional development goals of the educator and his/her strategies for achieving those goals.
4. Any submitted proposal deemed unreadable by the YSLPDC shall be returned without review to the person submitting the proposal. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled meeting of the YSLPDC.
5. Digital and hard copy forms shall be available at each school building.
6. Decisions regarding IPDPs are to be returned within ten (10) working days of the review.
7. No IPDP or related documents shall be used as an example without written permission of the party involved.

*Revised and Approved June 9, 2008*

## **General Policies Related to Coursework/CEU Classes and Workshops/Equivalent Activity Proposals**

1. Coursework, CEU classes/workshops, and /or Equivalent Activities which will be used to satisfy the Ohio Department of Education (ODE) initial licensure or renewal requirements or certificate renewal requirements *must* be approved by the YSLPDC.
2. Although required work within a Master's Degree program applies to the university degree, courses submitted to the YSLPDC for certificate/license renewal purposes must be relevant to the approved IPDP. It is the responsibility of the **applicant** to ensure that quarter versus semester hours are indicated for all university coursework.
3. Approval of coursework, CEU classes/workshops, and/or Equivalent Activities does not guarantee tuition reimbursement or movement on the salary schedule. See the Negotiated Agreement for specific current requirements.
4. Newly employed educators in the Yellow Springs School District who hold a certificate/license issued by the ODE and who currently have coursework, CEU classes/workshops, and/or other activities approved by their prior Local Professional Development Committee during their current renewal cycle shall have said work approved by the YSLPDC when accompanied by verifiable supporting documentation.
5. All employees covered by the YS LPDC are responsible for maintaining all documentation related to their IPDP.
6. You must submit a copy of your approved IPDP with any forms and requests to be considered by the YS LPDC.

### **Credit for Coursework (University Credit)**

1. A Coursework Proposal shall be approved *before* beginning a course where consideration for said course toward renewal *or licensure* is sought.
2. If unique situations arise where prior approval is not possible for verifiable reasons, the YSLPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the YSLPDC chairperson as soon as possible and will be considered at the next regularly scheduled YSLPDC meeting. **Credit for coursework begun before proposal approval is not guaranteed.**
3. For coursework to be considered for credit, quarter versus semester hours must be clearly indicated.

## **Credit for CEU Classes/Workshops**

1. CEUs shall be accepted for certificate renewal based upon standards previously established by the Ohio Department of education.
2. CEUs shall be accepted for licensure application based upon standards established by the YSLPDC. Prior approval may be required in some cases.
3. A Certificate of Continuing Education Credit must be submitted to the LPDC upon completion of the workshop/class/seminar in order for the CEUs to be granted.

## **Credit for Equivalent Activities**

1. Equivalent activities/projects should result in a tangible product such as, but not limited to, a book/booklet, article, report, curriculum, training module, videotape, pilot project, software package, etc.
2. An *Equivalent Activity Proposal* should be approved **before** beginning an activity where CEUs are sought. Activities began before approval cannot be guaranteed.
3. If unique situations arise where prior approval is not possible for verifiable reasons, the YSLPDC may waive the requirement for prior approval. Such waiver requests should be filed with the YSLPDC chairperson as soon as possible and will be considered at the next regularly scheduled meeting. **Credit for activities begun before proposal approval is not guaranteed.**

**Once a CEU proposal is approved, it is the responsibility of the individual(s) to complete the components of the project in a timely manner as stated in the proposal. If modifications to the activity/project are to be made, these modifications must be submitted to the YSLPDC chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of CEUs granted for the activity/project.**

## ***YELLOW SPRINGS LPDC***

### ***CREATION OF AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN***

The following is a list of questions designed to guide you through the development of your plan.

- ***When should I submit an Individual Professional Development Plan?***

When you are submitting your paperwork for renewal of your license/certificate you will be required to turn in your IPDP for the **next** licensure cycle. No other forms will be accepted for consideration without a current/approved IPDP on file with the LPDC committee.

- ***What is the plan?***

What will you be doing in the next five years for professional growth? Your ideas will form the basis of your development plan. This plan must be directly linked to your professional growth as it relates to personal, building, and/or district goals.

- ***How do I create this plan?***

Establish what you want to learn during this development period. Set your own professional goals. Give an overview of the entire plan and then list the goals that you hope to achieve on a year-by-year basis.

- ***How do I find or create options to help me achieve this goal***

Explore all Avenues. Options may include but are not limited to:

Course Work	Teacher Network
Committees-textbook, evaluation, curriculum	Field Studies
Portfolios	Classroom Research (action research)
Outside Observation (peer review)	TESA Training
Student Teacher Supervision	Improved Methodology
Case Studies	Assessment Techniques
Grant Writing	Shadowing/Externship
Presentations at Conferences	National Board Certification
Staff Development	Published Materials
Unit Development	Pathwise Training
Mentoring	School-Community Partnerships
Visitation to Schools	Teacher Initiated Projects

- ***What evidence/documentation will demonstrate completion of the plan?***

Evidence and documentation may include, but are not limited to the following:

Transcripts	Published materials
Photographs/Video tapes/Audio tapes	Verification Letters
Sample lesson plans	Certificates of attendance (workshop/etc.)
Developed teaching units	Project and/or CEU log
Journals	Newspaper/magazine articles

Applicants will demonstrate completion of their development plan in his or her area of certificate/license. Consider the following:

1. How does this activity apply to classroom/student/staff/building achievement?
2. In what way does this plan increase your professional growth in your certified area?
3. Does your professional growth plan have an impact with your colleagues? How?
4. How did you apply your professional growth experience to your area of certification?
5. Have you used your professional growth plan to influence others to improve their practices? If so, how?
6. How does your professional growth improve the teaching profession?

<b>OPTION</b>	<b>MAXIMUM CEUS</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
College/University	No limit *1 sem. hr = 3 CEUs *3 qtr. hrs or 2 sem. hrs = 6 CEUs	Official transcripts	*Must be taken through an accredited college or other approved post-secondary educational institution *Must be taken for credit with a grade of "C" or better, a "P" if pass/fail course *Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students
Professional Conference/Workshop /Institute/Academy, or Inservice credit	No limit	Activity Documentation	Must include only documented time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education
Peer observation	1 CEU per certificate/license cycle	Activity Documentation Voucher	Must be approved by building principal and include a summary of the observations. Does NOT include mentoring.
Related Work Experience or Externship	12 CEUs per certificate/license cycle	Activity Documentation Voucher	*Must enhance individual's work in the profession or contribute to the teacher's area of specialization *Must document hours including planning and preparation
Publication of Original Work	No limit	*Copy of publication *Activity Documentation	*Must contribute to the education profession or add to the body of knowledge in the individual's specific field *Must be a commercially published book or article

One credit hour = 0.1 CEUs

<b>OPTION</b>	<b>MAXIMUM CEUS</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
Teaching Portfolio	4 CEUs per certificate/license cycle	Completed Portfolio	Must be completed within the license/certificate cycle
National Board of Professional Standards Certification	No limit	*Valid copy of National Certificate <b>or</b> *Activity Documentation Voucher	*Must be in the subject area of the individual's teaching assignment *Certificate must be completed or participation as candidate must be verified by the NBPTS
Cooperating Teacher	*3.0 CEUs per semester *2.0 CEUs per quarter No limit per license cycle	*Activity Documentation Voucher *Successful completion of contract	Must be supervisor of undergraduate student or intern, graduate student, or student teacher
Teaching a College Course	*3.0 CEUs per semester course *2.0 CEUs per quarter course *Maximum of 6 CEUs per year	Activity Documentation Voucher	May be used for the first and second time teaching the course each license/certificate cycle
Self-Directed Educational Development Professional Reading Research Educational Travel	*Limit of 1 to 3 CEU per individual activity *No limit per license cycle	Activity Documentation Voucher	*Must enhance individual's work in the profession or contribute to the teacher's area of specialization *Documented hours in planning and preparation

One credit hour = 0.1 CEUs

<b>OPTION</b>	<b>MAXIMUM CEUS</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
Professional Presentation	18 CEUs per certificate/ license cycle	Activity Documentation Voucher	Applies to the first and second presentation for each license/certificate cycle
Educational Project	10 CEUs per certificate/license cycle	*Activity Documentation Voucher *A copy of final product or report of the product	*Project must have prior approval and verification by YSLPDC after completion *Documented hours in planning and preparation
Curriculum Development	No limit	*Activity Documentation Voucher *Finished product	Must be service on formal committee organized by local, state, national, or international education agency/organization, or informal committee as approved by YSLPDC
Mentoring	*4 CEUs per mentee *No limit per license cycle	Activity Documentation Voucher	Must be mentoring of a teacher or administrator assigned by the building principal
Professional Committees	No limit	Activity Documentation Voucher	*Must be service on formal committee organized by local, state, national, or international education agency/organization *Must contribute to the education profession or add to the body of knowledge in the individual's specific field *Documented hours of committee work
Grant Writing	18 CEUs per certificate/license cycle	Activity Documentation Voucher	*CEUs not dependent on awarding of grant *Documented hours in planning and preparation

One credit hour = 0.1 CEUs

***YELLOW SPRINGS LPDC***

***ACTIVITY DOCUMENTATION VOUCHER***

Name of Participant \_\_\_\_\_

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Activity #1  
Activity Completed \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Hours \_\_\_\_\_ Date \_\_\_\_\_

Signature of Activity Supervisor \_\_\_\_\_

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Activity #2  
Activity Completed \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Hours \_\_\_\_\_ Date \_\_\_\_\_

Signature of Activity Supervisor \_\_\_\_\_

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Activity #3  
Activity Completed \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Hours \_\_\_\_\_ Date \_\_\_\_\_

Signature of Activity Supervisor \_\_\_\_\_

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Name of Participant \_\_\_\_\_

<b>FOR YSLPDC USE ONLY</b>		
<b>Date Processed</b> _____	<b>Total contact hours</b> _____	<b>Total CEU's</b> _____
<b>YSLPDC Chair Signature</b> _____		

Attach CEU certificates or Equivalent Activity Proposal (if applicable)

***YELLOW SPRINGS LPDC***

***APPROVAL VERIFICATION FORM FOR EDUCATORS LEAVING THE LPDC***

This verifies that the attached Individual Professional Development Plan was approved by the

Yellow Springs Local Professional Development Committee on \_\_\_\_\_, and that

(Date)

\_\_\_\_\_ has completed \_\_\_\_\_ college/university semester hours

(Name of educator)

and local Continuing Education Units equaling \_\_\_\_\_ semester hours toward the completion

of this plan.

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**FOR YSLPDC USE ONLY**

Date Processed: \_\_\_\_\_

YSLPDC Chair Signature: \_\_\_\_\_

Yellow Springs Exempted Village Schools  
201 South Walnut Street  
Yellow Springs, Ohio 45387  
Phone (937) 767-7381

***YELLOW SPRINGS LPDC***

***IPDP WAIVER FORM***

I, \_\_\_\_\_, have recently: \_\_\_\_1) renewed my Professional Certificate, \_\_\_\_2) renewed my Provisional Certificate, or \_\_\_\_3) upgraded from a Provisional to a Professional Certificate. (CHECK ONE.) I anticipate that I will be retiring or otherwise leaving the teaching profession during the time period covered by my newly-issued certificate, and that, therefore, I will not be applying for a teaching license. I am requesting that the provision requiring the preparation of an Individual Professional Development Plan be waived.

I understand that this is not an irrevocable commitment. However, I also understand that, if I do change my plans, I will still be obligated to follow the procedures and rules of the Yellow Springs Local Professional Development Committee. I further understand that, due to the time necessary to prepare and approve an IPDP and to complete coursework or other activities, it may not be possible to receive a license before the termination date of my certificate.

\_\_\_\_\_  
(Signature of employee)

\_\_\_\_\_  
(Date)

For LPDC use only:	
_____ Waiver application granted	_____ Waiver application denied
_____ (Signature of LPDC Chairperson)	_____ (Date)